



GLOBAL MASTERMIND CAPITAL LIMITED
環球大通投資有限公司*

(Incorporated in the Cayman Islands and continued in Bermuda with limited liability)
(Stock Code: 905)



Environmental, Social and
Governance Report

2021

* For identification purpose only

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ABOUT THIS REPORT

Global Mastermind Capital Limited (the “Company”), together with its subsidiaries (collectively, the “Group”), is pleased to present this Environmental, Social and Governance (the “ESG”) Report (the “Report”) to provide an overview of the Group’s management of significant issues affecting the operation, including environmental, social and governance issues.

The objective of this Report is to highlight the Group’s ESG performance for the purpose of assisting all stakeholders in understanding the Group’s ESG concepts and practices in achieving sustainable development for the future.

The Group is principally engaged in investment in listed and unlisted financial instruments. The Board of Directors (the “Board”) acknowledged the responsibility for monitoring and managing ESG-related risks and the effectiveness of the ESG management system. The Board reviews and discusses the goals and targets under the ESG initiatives to optimise efficient use of resources and to minimise impact on the environment and natural resources from the Group’s operation on an annual basis.

Sustainable development is an integral part of the Group’s business strategy in order to achieve business excellence and enhance capabilities for long-term competitiveness. The Group is committed to operating in a manner that is economically, socially and environmentally sustainable while balancing the interests of our various stakeholders and fostering a positive impact on the society. Our sustainability strategy is based on the compliance with the applicable legal requirements, principle of sustainability and opinions from stakeholders. We have established and implemented various policies to manage and monitor the risks related to the environment, employment, operating practices and community.

To enable more focused efforts in addressing issues related to ESG topics, the Group established a ESG Committee in December 2021. The ESG Committee is responsible for the development of the Group’s governing ESG principles and policies, setting out the direction of the Group’s ESG management strategy.

The Board believes that a sound environmental, social and governance structure is vital for continued sustainability and development of the Group’s activities. The Group will continue to strengthen the efforts in information collection for better performance in the ESG areas and broader disclosure of related information in sustainable development.

REPORTING STANDARD AND PRINCIPLES

This Report is prepared in accordance with Appendix 27 to the of the Main Board Listing Rules – “Environmental, Social and Governance Reporting Guide” and has complied with “comply or explain” provision in the Listing Rules.

The Group has prepared this Report in accordance with the following reporting principles:

- **Materiality:** Important and relevant information to stakeholders on different ESG aspects is covered in the Report. A materiality assessment was conducted to determine material ESG issues with results approved by the Board.
- **Quantitative:** The relevant standards, methodologies and assumptions used to prepare the quantitative information is disclosed, as appropriate. Quantitative information is provided with narrative and comparative figures, where possible.
- **Consistency:** Consistent methodologies are used to prepare and present ESG data in the Report, unless otherwise specified, to allow for meaningful comparisons.
- **Balance:** The information is presented without the inappropriate use of selections, omissions or other forms of manipulation that would influence a decision or judgment by the reader.

REPORTING PERIOD AND BOUNDARY

This Report demonstrates our sustainability initiatives during the reporting period from 1 January 2021 to 31 December 2021. There was no material change to the methods or key performance indicators (“KPIs”) used by the Group in the years ended 31 December 2021 and 2020. The reporting boundary covers the Group’s principal business of investing in listed and unlisted equity and debt securities and investment funds and the scope of reporting covers the Group’s ESG performance with environmental and social data of the Group’s operation site in Hong Kong.

STAKEHOLDER ENGAGEMENT AND MATERIALITY ASSESSMENT

The Group understands the success of the Group’s business depends on the support from its key stakeholders, who (a) have invested or will invest in the Group; (b) have the ability to influence the outcomes within the Group; and (c) are interested in or affected by or have the potential to be affected by the impact of the Group’s activities, products, services and relationships. It allows the Group to understand risks and opportunities. The Group will continue to ensure effective communication and maintain good relationship with each of its key stakeholders.

Stakeholders are prioritised from time to time in view of the Group’s roles and duties, strategic plan and business initiatives. The Group engages with its stakeholders to develop mutually beneficial relationships and to seek their views on its business proposals and initiatives as well as to promote sustainability in the marketplace, workplace, community and environment.

The Group acknowledges the importance of intelligence gained from the stakeholders’ insights, inquiries and continuous interest in the Group’s business activities. The Group has identified key stakeholders that are important to our business and established various channels for communication. The following table provides an overview of the Group’s key stakeholders, and various platforms and methods of communication are used to reach, listen and respond.

Key stakeholders	Expectations	Engagement channels
Government and Regulatory Authorities	– Compliance with applicable laws and regulations	– On-site inspections and checks by regulatory body
	– Proper tax payment	– Research and discussion through work conferences, work reports preparation and submission for approval with relevant government departments
	– Community participation	– Publish necessary documents on the websites of the Stock Exchange and the Company according to Securities and Futures Ordinance (the “SFO”) and Listing Rules

STAKEHOLDER ENGAGEMENT AND MATERIALITY ASSESSMENT

Key stakeholders	Expectations	Engagement channels
Shareholders and Investors	<ul style="list-style-type: none"> - Return on the investment - Information disclosure and transparency - Protection of interests and fair treatment of shareholders 	<ul style="list-style-type: none"> - Convene annual general meeting and other shareholder meetings if necessary - Publish interim and annual reports, circular and announcements and other necessary documents in accordance with SFO and Listing Rules - Meeting with investors and analysts if necessary
Employees	<ul style="list-style-type: none"> - Protection of the rights and interests - Career development opportunities - Self-actualization - Health and safety 	<ul style="list-style-type: none"> - Regular Staff Meeting - Encourage employees to participate training and seminars to reinforce knowledge and skills, and update on the latest development of rules and regulations - Employees Compensation Insurance and Medical Insurance - 5-days Work - Mandatory Provident Fund and Share Option Scheme
Financial Institution	<ul style="list-style-type: none"> - Compliance with the laws and regulations - Information disclosure 	<ul style="list-style-type: none"> - Consulting with Professional Parties - Reports to regulatory parties and disclosure of necessary information according to legal requirements
Public and communities	<ul style="list-style-type: none"> - Career opportunities - Community involvement - Environmental responsibilities - Social responsibilities 	<ul style="list-style-type: none"> - Encourage directors and staff participate in volunteering, charity and social investment - Publish relevant reports in compliance with SFO and Listing Rules

STAKEHOLDER ENGAGEMENT AND MATERIALITY ASSESSMENT

Through general communication with stakeholders, the Group understands the expectations and concerns from stakeholders. The feedbacks obtained allow the Group to make more informed decisions, and to better assess and manage the resulting impact.

The Group have adopted the principle of materiality in the ESG reporting by understanding the key ESG issues that are important to the business of the Group. All the key ESG issues and KPIs are reported in the Report according to the recommendations of the ESG Reporting Guide (Appendix 27 of the Listing Rules).

The Group has evaluated the materiality and importance in ESG aspects through the following steps:

Step 1: Identification – Industry Benchmarking

- Relevant ESG areas were identified through the review of relevant ESG reports of the local and international industry peers.
- The materiality of each ESG areas was determined based on the importance of each ESG area to the Group through internal discussion of the management and the recommendation of ESG Reporting Guide (Appendix 27 of the Listing Rules).

Step 2: Prioritization – Stakeholder Engagement

- The Group discussed with key stakeholders on key ESG areas identified above to ensure that all the key aspects were covered.

Step 3: Validation – Determining Material Issues

- Based on the discussion with key stakeholders and internal discussion among the management, the Group's management ensured that all the key and material ESG areas, which were important to the business development, were reported and in compliance with ESG Reporting Guide.

STAKEHOLDER FEEDBACK

The Group welcomes stakeholders' feedback on this Report for our sustainability initiatives. Please contact us by email to info905@globalmastermind.co.

A. ENVIRONMENTAL ASPECTS

The Group is mainly involved in office operations and its business activities do not have significant impact on the environment or natural resources. In spite of this, we are committed to continuously improving the environmental sustainability of our business and ensuring that environmental consideration remains one of the key focuses in fulfilling our obligations to both the environment and community. To demonstrate our commitment to sustainable development, we have established relevant emission reduction and energy saving initiatives to manage the emission and maintain green operations.

Throughout the year, the Group fully complied with all of the relevant environmental laws and regulations in Hong Kong, such as the Air Pollution Control Ordinance (Chapter 311), the Sewage Services Ordinance (Chapter 463) and the Waste Disposal Ordinance (Chapter 354). Besides, during the reporting period, we were not aware of any non-compliance with relevant laws and regulations that had significant impact on the Group related to air and greenhouse gas emissions, discharges into water and land, generation of hazardous and non-hazardous waste. We also regularly update with the latest development of the applicable laws and regulations on environmental protection.

A1. EMISSIONS

Air Emissions

Air emission control is essential to mitigate environmental impacts and to protect employees' health. As the Group is mainly involved in general office activities, the amount of air emissions is insignificant. Our air emissions are mainly generated from the motor vehicles owned by the Group. The motor vehicles were used by the senior management to visit the operating venues and attend the conferences with the business partners locally in Hong Kong. The increase in air emissions in 2021 was mainly attributable to the more frequently used in motor vehicle during the year. The emission from the motor vehicles imposed immaterial impact on the overall air pollution in Hong Kong. The detail of air emissions of the Group during the reporting period was as follows:

Type of air pollutants	Unit	2021	2020
Nitrogen oxides (NO _x)	kg	2.49	1.59
Sulphur oxides (SO _x)	kg	0.04	0.03
Particulate matter (PM)	kg	0.18	0.12

A. ENVIRONMENTAL ASPECTS

Greenhouse Gas (“GHG”) Emission

Climate change is gradually concerned by the community. The Group recognises that climate change poses a risk to its business and it is committed to mitigating the effects of climate change. Regarding GHG emissions of the Group, scope 1 direct emissions and scope 2 and 3 indirect emissions are mainly resulted from combustion of fuels in motor vehicles, purchased electricity and paper waste. Giving the majority of the GHG emissions of the Group come from energy consumption, we place great emphasis on improving energy efficiency and reducing energy consumption. We have adopted energy saving initiatives mentioned in the section “Use of Resources” of this Report. The decrease in total GHG emission in 2021 was mainly caused by no business travelling via plane carried out during the year due to the travel restrictions imposed by many countries. This led to a decrease in GHG generated for business operation in the current year. The Group aims to reduce or maintain the current GHG emissions at the stable level in the next 3 years in the future compared to this reporting period. The GHG emissions of the Group during the reporting period were as follows:

Type of air pollutants	Units	2021	2020
Scope 1 ¹	tonnes CO ₂ -e	6.66	4.82
Scope 2 ²	tonnes CO ₂ -e	24.82	15.2
Scope 3 ³	tonnes CO ₂ -e	–	59.07
Total GHG Emission	tonnes CO₂-e	31.48	79.09
GHG Intensity ⁴	tonnes CO ₂ -e/employee	2.86	7.91

Sewage Discharge

The Group does not consume significant volume of water in its daily operation due to its office-based nature, therefore its business activities did not generate a material portion of discharge into water. Since the sewage discharged by the Group are discharged into the municipal sewage pipe network to the regional water purification plant, water consumed by the Group is considered as sewage discharged.

Hazardous and Non-hazardous Wastes

The Group recognises the importance of waste reduction. Waste management measures have been introduced to minimise the amount of waste generated and reduce impact of our operation on the environment. Due to our business operation nature, no hazardous waste was generated during the reporting period.

¹ Scope 1: Direct emission from sources that are owned or controlled by the Group.

² Scope 2: Indirect emissions from the generation of purchased electricity consumed by the Group.

³ Scope 3: Includes all other indirect emissions that occur in the Group’s value chain.

⁴ The intensity refers to tonnes of carbon dioxide equivalent (CO₂-e) per the total number of employees at the end of the reporting period. The total number of employees is 11 which this number is also being used for other intensity calculation.

A. ENVIRONMENTAL ASPECTS

Due to the nature of office operation, the non-hazardous waste can be classified into two categories, including domestic waste generated from daily operation and recyclable waste. The Group strives to reduce the amount of non-hazardous waste generated and strengthen the environmental awareness of employees by introducing various waste reduction measures and education as follows:

- Recycling bins are available in the office for effective recycling of used paper, letter and envelope to minimise the paper waste.
- By printing or photocopying on both sides of paper, where applicable, to minimise the paper consumption.
- Electronic communication is promoted, such as using emails instead of letters or fax.
- Excessive packing materials and decorations are avoided.
- Employees are encouraged to participate in training and workshops related to environmental issues, including food waste problem and air pollution.
- Employees are encouraged to participate in waste reduction and recycling events such as No Plastic Bottle Day.

The increase in amount of non-hazardous wastes in the reporting period was mainly attributable to the additional waste produced as a result of social distancing requirements and other COVID-19 protective measures from the office operation during the year. The Group aims to reduce or maintain the current hazardous and non-hazardous wastes at the stable level in the next 3 years in the future compared to this reporting period. The non-hazardous waste generated by the Group during the reporting period was as follows:

Type of waste	Units	2021	2020
Non-hazardous waste	tonnes	0.46	0.27
Non-hazardous waste intensity ⁵	tonnes/employee	0.04	0.03

A2. USE OF RESOURCES

The Group considers environmental protection as an essential component of a sustainable and responsible business. We have an in-depth understanding of the importance of safeguarding sustainable development of the environment and to attach importance to efficient utilization of resources by introducing various measures in daily business operations. We understand that staff participation is the key to achieve such goals. We have adopted energy and water efficiency initiatives policies to motivate our employees to participate in resource conservation activities.

⁵ The intensity refers to tonnes of non-hazardous waste per the total number of employees at the end of the reporting period.

A. ENVIRONMENTAL ASPECTS

Energy Consumption

With aims of resource saving and implementation of energy saving measures, we actively promote the concept of energy saving and emission reduction into its business development and operation. We have advocated various energy conservation strategies as follows:

- Use of natural lighting is encouraged.
- Energy-saving lightings are installed.
- Unnecessary lighting and electrical appliances are switched off when they are not in use.
- Temperature of air-conditioners is maintained at an energy-efficient level of 24 degrees Celsius to 26 degrees Celsius.

The increase in total energy consumption in 2021 was mainly contributed by the more frequently in using motor vehicles during the year. The energy consumption of the Group during the reporting period was as follows:

Type of energy	Units	2021	2020
Purchased electricity	MWh	34.96	18.15
Petrol	MWh	7.97	12.65
Diesel	MWh	18.09	5.21
Total energy consumption	MWh	61.01	36.01
Energy intensity ⁶	MWh/employee	5.55	3.60

The Group aims to reduce or maintain the current energy consumption at the stable level in the next 3 years in the future compared to this reporting period.

Water Consumption

Water is an important natural resource. The business of the Group is operated in leased office premises where the water supply is solely controlled and centrally managed by the building management company. In this case, it is not feasible for us to provide water consumption data as there is no separate meter for each individual office unit to record water usage data. In spite of this, we still actively seek ways to reduce water consumption in daily operation by encouraging employees to turn taps off tightly to prevent dripping of water and giving priority to effective water-saving products. As said, due to the Group's office-based business nature, there is no issue in water sourcing.

Use of Packaging Materials

Due to the Group's business nature, no packaging material is needed in its operation and is not considered to be a material ESG aspect of the Group.

⁶ The intensity refers to MWh per employee at the end of the reporting period.

A. ENVIRONMENTAL ASPECTS

A3. THE ENVIRONMENT AND NATURAL RESOURCES

The Group understands that implementing environmental protection can reduce operational risk and increase business opportunities. Regarding the business nature of the Group, we do not aware of any significant impact of our business activities on the environment and natural resources. Despite this, we endeavour to consistently improve our environmental performance by implementing aforementioned waste reduction measures and resources saving initiatives. We will continue to seek opportunities to further reduce emission and resources consumption with the aim to reduce the impacts on environment and natural resources to minimal.

A4. CLIMATE CHANGE

One of the major reasons for climate change which is global warming driven by human emissions of greenhouse gases has raised the public's concern for many years. The results of extreme weather events have threatened the human lives and economic activities. Through management's discussion, the Group identifies the global warming issue and concerns about its impacts, and commits to reduce the emissions of greenhouse gases by encouraging our employees to switch off lights and electronic equipment when not in use, travel to work by public transportation and recycle the working papers.

Physical Risks

The Group mainly operates in Hong Kong and Guangdong Province and the Group considered rainstorm and typhoon as the major threats from the increasing climate change. The Group has developed mitigation measures to reduce the effect raised by extreme weather conditions such as typhoons on our employees, properties and our operation. For instance, before the Black Rainstorm Warning Signals and No. 8 or above Tropical Cyclone Warning Signals incurred, the Group will release employees from work and ensure there is sufficient time for their journeys between living place and office. The Group also conducts inspection on windows during the typhoon and rainstorm season and ensure all inventories will be stocked on the shelves for the protection from the risk of water invasion.

Transition Risks

The Group keeps on monitoring changes in regulatory, technological and market landscape due to climate change, including the tightening of national policies and listing rules. The Group has been taking comprehensive measures to deal with changing situation.

B. SOCIAL ASPECTS

EMPLOYMENT AND LABOUR PRACTICES

B1. EMPLOYMENT

The Group believes people are important assets and the keys to maintaining its competitiveness. We aim to attract and retain talents, maintain a safe and equal working environment for our employees, provide development opportunities and promote employee health and well-being. The commitments are incorporated into staff handbook. The staff handbook covers the Group's standard in respect of compensation and dismissal, recruitment and promotion, working hours, rest periods and other benefits and welfare.

Equal Opportunities, Diversity and Anti-discrimination

The Group strives to create a diverse and inclusive workplace where all our employees are treated with dignity and respect. We are dedicated to providing equal opportunity in all aspects of employment and maintaining a workplace that is free from discrimination or harassment against any individual on the basis of seniority, nationality, gender, age, marital status, disability, race, color, religion or sexual preference.

The Group is in strict compliance with the Hong Kong Bill of Rights Ordinance (Chapter 383 of the Laws of Hong Kong), the Sex Discrimination Ordinance (Chapter 480 of the Laws of Hong Kong), the Disability Discrimination Ordinance (Chapter 487 of the Laws of Hong Kong), the Family Status Discrimination Ordinance (Chapter 527 of the Laws of Hong Kong), the Race Discrimination Ordinance (Chapter 602 of the Laws of Hong Kong) and other applicable laws and regulations in Hong Kong relating to equal opportunities, diversity and anti-discrimination.

Remuneration and Promotion

Remuneration and promotion opportunities are important to attract, retain and motivate talents in achieving key goals of the Group. The Group provides remuneration for our employees according to their qualifications, experience and work performance. Taken into considerations the individual performance, inflation and salary movement in the market, the salary structure is reviewed annually to ensure that it is fair and competitive.

The Group offers fair promotion opportunities based on conditions such as qualifications and work performance, which serve as motivations for employees to continue learning and improving work performance.

B. SOCIAL ASPECTS

The Group is in strict compliance with the Employment Ordinance (Chapter 57 of the Laws of Hong Kong) (the “Employment Ordinance”), the Minimum Wage Ordinance (Chapter 608 of the Laws of Hong Kong) and other applicable laws and regulations in Hong Kong relating to employees’ remuneration and promotion.

Benefits and Welfare

The Group strives to create a comprehensive welfare and benefit system for employees by offering an all-encompassing package of benefits and insurance to uphold adequate living standards for employees. Most of the employees enjoy the benefits including five-day work per week, medical insurance, mandatory provident fund and share option scheme. Employees are also entitled to annual leave, maternal leave, compassionate leave as well as statutory holidays.

The Group is in strict compliance with the Employment Ordinance, the Mandatory Provident Fund Schemes Ordinance (Chapter 485 of the Laws of Hong Kong) (the “MPF Schemes Ordinance”), the Employees Compensation Ordinance (Chapter 282 of the Laws of Hong Kong) and other applicable laws and regulations in Hong Kong relating to employees’ benefits and welfare.

Dismissal

Whenever an employee resigns or gets laid off, an exit interview is conducted by department head to find out the reason of departure or dismissal, so that the Group can further improve its business operations. The final salary payment, severance payment and long service payment (if any) are calculated and paid in accordance to the Employment Ordinance, the form 56F to Inland Revenue Department is filled in accordance to section 52(5) of the Inland Revenue Ordinance (Chapter 112 of the Laws of Hong Kong) and the MPF trustee is notified with the termination of employment in accordance to MPF Schemes Ordinance.

B. SOCIAL ASPECTS

As at 31 December 2021, the employee compositions (in numbers of employees, excluding independent non-executive directors) by gender, employee category, age group and geographical region were as follows:

Employee Structure		2021	2020
Total number of employees		11	10
By gender	Male	6	6
	Female	5	4
By age group	Aged 30 or below	1	–
	Aged 31–40	2	2
	Aged 41–50	5	5
	Aged 51 or above	3	3
By employee category	General	5	3
	Middle management	3	3
	Senior management	3	4
By geographical region	Hong Kong	11	10

During the Reporting Period, the overall turnover rate of the Group is 9%. The breakdown of the turnover was as below:

Employment	Units	2021	2020
By gender			
– Male	%	–	–
– Female	%	20	50
By age group			
– 30 or below	%	–	50
– 31–40	%	–	50
– 41–50	%	33	–
– 51 or above	%	–	–
Overall	%	9	20

During the reporting period, the Group was not aware of any non-compliance with the relevant laws and regulations that had significant impact on the Group relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other benefits and welfare.

B. SOCIAL ASPECTS

B2. HEALTH AND SAFETY

Regarding the business nature of the Group, employees are mainly engaged in office work. The Group is committed to providing a safe and comfortable working environment for its employees. We comply with the Occupational Safety and Health Ordinance (Chapter 509 of the Laws of Hong Kong) and other applicable laws and regulations in Hong Kong to ensure occupational health and safety of our employees. We spare no effort to provide and maintain a safe and healthy working environment for employees to protect them from work-related injuries by adopting the following key measures:

- Smoking is prohibited in all enclosed areas within the office.
- Unsafe conditions are fixed immediately.
- Medical and employment injury insurance is provided to eligible employees.
- Work arrangement for typhoon and rainstorm warning is established.

Due to the impact of COVID-19, the Company holds a cautious attitude on a series of prevention measures to ensure employees with a safe and comfortable working environment in the review period. Measures includes the provision of masks and disinfecting agents to prevent the spreading of the pandemic at our facilities. Non-touching body temperature screening is required prior to access to work locations, and staff members are instructed to wash hands often and avoid gatherings and contact with external personnel.

Special work arrangements with work from home arrangement and flexible working hours etc. are allowed according to the operational needs to reduce the flow of people and social contacts in the community. The Company will closely monitor the working environment and continually provide a safe and comfortable working environment.

With the above measures implemented, there was no work-related fatal for the past three years and no lost days due to work injury during the reporting period. The Group was not aware of any non-compliance with relevant laws and regulations that had significant impact on the Group in providing a safe and healthy working environment during the reporting period.

B. SOCIAL ASPECTS

B3. DEVELOPMENT AND TRAINING

The Group considers the skills and knowledge of our employees as the key elements of sustainable development of the Group. We provide training opportunities for our employees to enhance their working capabilities. Employees are provided with on-the-job training by their respective department heads to enable prompt fulfillment of job responsibilities and enhance their skills in discharging their duties. Employees are also encouraged to enroll in relevant courses and examinations to enhance personal performance.

During the Reporting Period, the overall training rate of the Group is 36% and the total training hours of the Group was 42 hours. The training detail was illustrated below:

The percentage of employees trained by gender	
Male	50%
Female	20%

The percentage of employees trained by employment category	
Senior management	100%
Middle management	–
General	20%

Average training hours for employees by gender	
Male	6.67
Female	0.40

Average training hours for employees by employment category	
Senior management	13.33
Middle management	–
General	0.40

B. SOCIAL ASPECTS

B4. LABOUR STANDARDS

The Group is committed to prohibiting the use of child labour and forced labour in its operation. We fully comply with the Employment of Children Regulations (Chapter 57B of the Laws of Hong Kong) and strictly prohibit recruitment of children aged under 15. During the hiring process, applicants are required to present their identity documents to Human Resource Department for verifying the age as prevention of engaging child labour.

During the reporting period, the Group was not aware of any non-compliance with relevant laws and regulations related to recruitment of child labour or forced labour practices.

OPERATING PRACTICES

B5. SUPPLY CHAIN MANAGEMENT

Due to the Group's business nature, the Group maintains business relationships with general office supplies suppliers. All sourcing of office supplies is performed locally. During the reporting period, the Group had a total of 1 supplier in Hong Kong. In selecting suppliers, we take considerations into their scale of business and reputation. Our suppliers are required to comply with all relevant local and national laws and regulations in relation to unethical behavior, bribery, corruption and other prohibited business practices. When suppliers are found to be non-compliance with our policy or contractual requirements, partnership will be terminated to uphold our stringent standards.

Green Sourcing

The Group integrates sustainability into supply chain by procuring products that cause minimal impacts on the environment, including eco-friendly stationery, reusable items and energy efficient appliances with energy labels.

B6. CUSTOMER DATA PROTECTION AND PRIVACY

The Group regards data privacy and security as a key operating principle. We are in strict compliance with the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) and committed to protecting confidentiality of the personal data of our employees, business partners and other identifiable individuals.

The Group instructs its employees to exercise strict standards of care in handling the personal information of customers and remind them of their obligations with regard to the confidentiality of customer information. The use of the information is restricted for the purpose consistent with those identified in the contracts to ensure the information is used in a responsible and non-discriminatory manner.

B. SOCIAL ASPECTS

Due to the Group's business nature, no products or services subject to recalls for safety and health reasons have been recorded during the reporting period. No products and services related complaints have been received during the reporting period.

During the reporting period, the Group was not aware of any material non-compliance with laws and regulations concerning advertising, labelling and privacy matters relating to products and services provided and methods of redress that would have a significant impact on the Group.

B7. ANTI-CORRUPTION

The Group strictly complies with the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) enforced by the Independent Commission Against Corruption to prevent unethical pursuit. We place great importance in maintaining the highest standards of integrity and honesty and have no tolerance for any misconduct case. Once a misconduct case is discovered and confirmed, the employee will be subject to disciplinary action and the case will be reported to related governing body when necessary.

The Group's have formulated Fraud Detection and Whistleblowing Policy that provides a dedicated confidential reporting channel for all staff members to report both observed and suspected non-compliance and questionable practices. No matter the allegations are being proven, employee will not be at risk of suffering from any form of retaliation.

The Group is committed to strengthening compliance training. Reading materials in relation to business ethics and anti-corruption conducted by the Independent Commission Against Corruption ("ICAC") were circulated to the Directors and staff of the Group, so as to enhance employees' understanding on anti-bribery and anti-corruption.

During the reporting period, the Group was not aware of any non-compliance with the relevant laws and regulations that had significant impact on the Group relating to bribery, extortion, fraud and money laundering. No concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period.

COMMUNITY

B8. COMMUNITY INVESTMENT

As a socially responsible company, the Group is committed to understanding the needs of the communities in which we operate. We encourage our employees to pursue their personal passions and dedicate their time and skills to supporting local communities. We strive to develop long-term relationships with our stakeholders and bring a positive impact on community development.

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING INDEX

Subject areas, aspects, general disclosures and KPIs	Section	Pages
A. Environmental		
A1: Emissions		
General Disclosure	“Emissions”	7
KPI A1.1	The types of emissions and respective emissions data	“Emissions – Air Emissions” 7
KPI A1.2	Greenhouse gas emissions in total and, where appropriate, intensity	“Emissions – Greenhouse Gas Emission” 8
KPI A1.3	Total hazardous waste produced and, where appropriate, intensity	Not applicable – The Group generates no hazardous waste. 8
KPI A1.4	Total non-hazardous waste produced and, where appropriate, intensity	“Emissions – Hazardous and Non-hazardous Wastes” 9
KPI A1.5	Description of measures to mitigate emissions and results achieved	“Emissions – Greenhouse Gas Emission” 8
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved	“Emissions – Hazardous and Non-hazardous Wastes” 8–9
A2: Use of Resources		
General Disclosure	“Use of Resources”	9
KPI A2.1	Direct and/or indirect energy consumption by type in total and intensity	“Use of Resources – Energy Consumption” 10
KPI A2.2	Water consumption in total and intensity	Not feasible for the Group to obtain water consumption data. 10
KPI A2.3	Description of energy use efficiency initiatives and results achieved	“Use of Resources – Energy Consumption” 10
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved	“Use of Resources – Water Consumption” 10
KPI A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced	Not applicable to the Group’s business. 10

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING INDEX

Subject areas, aspects, general disclosures and KPIs	Section	Pages
A3: The Environment and Natural Resources		
General Disclosure	“The Environment and Natural Resources”	11
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	No significant impact of activities on the environment and natural resources was noted. N/A
A4: Climate Change		
General Disclosure	“Climate Change”	11
KPI A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them	No significant impact on climate change was noted. N/A
B. Social		
Employment and Labour Practices		
B1: Employment		
General Disclosure	“Employment”	12
KPI B1.1	Total workforce by gender, employee category, age group and geographical region	“Employment” 14
KPI B1.2	Employee turnover rate by gender, age group and geographical region	“Employment” 14
B2: Health and safety		
General Disclosure	“Health and Safety”	15
KPI B2.1	Number and rate of work-related fatalities	No case of work-related fatality was noted. 15
KPI B2.2	Lost days due to work injury	No case of lost days due to work injury was noted. 15
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	“Health and Safety” 15

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Subject areas, aspects, general disclosures and KPIs	Section	Pages
B3: Development and Training		
General Disclosure	“Development and Training”	16
KPI B3.1	The percentage of employees trained by gender and employee category	“Development and Training” 16
KPI B3.2	The average training hours completed per employee by gender and employee category	“Development and Training” 16
B4: Labour Standards		
General Disclosure	“Labour Standards”	17
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour	“Labour Standards” 17
KPI B4.2	Description of steps taken to eliminate such practices when discovered	No non-compliance with relevant laws and regulations related to recruitment of child labour or forced labour practices was noted. 17
Operating Practices		
B5: Supply Chain Management		
General Disclosure	“Supply Chain Management”	17
KPI B5.1	Number of suppliers by geographical region	“Supply Chain Management” 17
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored	“Supply Chain Management” 17
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored	“Supply Chain Management” 17
KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored	“Supply Chain Management” 17

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Subject areas, aspects, general disclosures and KPIs		Section	Pages
B6: Product Responsibility			
General Disclosure		“Customer Data Protection and Privacy”	17
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons	No product sold or shipped subject to recalls for safety and health reasons.	17
KPI B6.2	Number of products and services related complaints received and how they are dealt with	No products and services related complaints received.	18
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights	“Customer Data Protection and Privacy”	17
KPI B6.4	Description of quality assurance process and recall procedures	Not applicable to the Group’s business.	18
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored	“Customer Data Protection and Privacy”	17
B7: Anti-corruption			
General Disclosure		“Anti-corruption”	18
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the case	No concluded legal case regarding corrupt practices was noted.	18
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored	“Anti-corruption”	18
KPI B7.3	Description of anti-corruption training provided to directors and staff	“Anti-corruption”	18

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Subject areas, aspects, general disclosures and KPIs		Section	Pages
Community			
B8: Community Investment			
General Disclosure		“Community Investment”	18
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport)	“Community Investment”	18
KPI B8.2	Resources contributed (e.g. money or time) to the focus area	–	N/A